Prepared by Steve Hanson, Scott's consultant

PAVILION 2008

Events by quarter	Events	Jan 1 - March 31, 2008	Date Day	time start		Total 4	tendance .
	1	Carol Wong and Jonathan Lee's Wedding Reception (HK) [D]	January 5, 2008 Sat	18:00	23:45	5:45	235
	2	Florence Davis' 100th Birthday Celebration (MI) [D] Murphy's Surprise 70th Birthday Celebration (MI) [D]	January 12, 2008 Sat January 12, 2008 Sat	11:30 18:00	15:00 23:00	3:30 5:00	193 72
	4	Evans Property Management Dinner (Pork Chop) (HK) [D]	January 16, 2008 Wed				
	5	Biocare Medical (KH) [D]	January 18, 2008 Fri	18:00	0:00	6:00	120
	6	Fiserv's Holiday Party (MI) [D]	January 19, 2008 Sat	18:00	0:00	6:00	124
	7	Gardco Outdoor Lighting (KH) [D]	January 24, 2008 Thu	18:00	23:00	5:00	70
	8	Rose & Nathan Wedding Celebration (TR) [D]	January 26, 2008 Sat	15:00	23:45	8:45	153
	9 10	Elizabeth Wolfgramm and Toa Finau's Wedding Reception (HK) [D] Bay Area Beverage Company (HK) [D]	February 9, 2008 Sat February 9, 2008 Sat	12:45 18:30			250 230
	11	Marilyn McAllister's BART Retirement Dinner (HK) [D]	February 19, 2008 Tue	17:00	20:00	3:00	90
	12 13	Sarah Choi and Conrad Chu's Wedding Reception (HK) [D] Betty Jackson-Spillman's Surprise Birthday Celebration (MI) [D]	March 8, 2008 Sat March 8, 2008 Sat	12:30 18:00			352 169
	14	Kala and Bernard's Rehearsal (KH) [D]	March 14, 2008 Fri	15:00	16:00	1:00	0
	15	Kala & Bernard's Wedding and Reception (KH) [D]	March 15, 2008 Sat	17:15	20:45	3:30	305
	16	Cosmopolitan Baptist Church (MI) [D]	March 16, 2008 Sun	15:00	18:00	3:00	160
	17	OraPharma Arestin Roundtable Dinner (HK) [D]	March 19, 2008 Wed	18:00	22:00	4:00	74
	18	Dorothy's Retirement (KH) [D]	March 27, 2008 Thu	12:00	16:00	4:00	250
	19	Daniel's Bar Mitzvah (HK) [D]	March 29, 2008 Sat	18:30	0:00	5:30	123
19		Totals Days			_	81.25 3.39	2,970
Events by quarter	Events	April 1 - June 30, 2008	Day	time start	end	Total hours	Allendance
	20	Thornhill School Annual Benefit Dinner " Havana Night" (KH) [D]	April 5, 2008 Sat	18:0	0:00	6:00	260
	21	San Francisco Press Photographers (MI) [D]	April 6, 2008 Sun	15:3	0 23:00	7:30	120
	22	Urban East Bay Power Breakfast (KH) [D]	April 10, 2008 Thu	7:3	0 11:00	0 3:30	225
	23	22nd Annual Public Safety Dispatcher's Recognition Banquet (KH) [D]	April 18, 2008 Fri	18:0	0 22:0	0 4:00	273
	24	Kaiser Awards Reception (KH) [D]	April 24, 2008 Thu	17:0	0 19:0	0 2:00	300
	25	UC Berkeley - Asian Business Association (HK) [D]	April 25, 2008 Fri	19:0	0 23:0	0 4:00	95



SAN FRANCISCO BAY CONSERVATION & DEVELOPMENT COMMISSION

		Joseph Williams Celebration Of Life (TR) [D] CHP Joe's Retirement Celebration (KH) [D]	April 26, 2008 Sat April 26, 2008 Sat	13:00 17:00	15:30 23:00	2:30 6:00	100 65
	28	Jack Kostelnik's Celebration of Life (HK) [D]	April 27, 2008 Sun	14:00	17:00	3:00	150
	29	Ruba and Othman's Wedding Reception (KH) [D]	May 2, 2008 Fri	18:00	20:30	2:30	80
	30 31	Girls Inc (KH) [D] Alameda County Social Services (MI) [D]	May 3, 2008 Sat May 3, 2008 Sat	11:00 19:00	13:45 23:00	2:45 4:00	253 226
	32	Aurora Borealis (MI) [D]	May 5, 2008 Mon	15:00	21:00	6:00	160
	33	Alpha Omicron Pi Rose Ball (KH) [D]	May 8, 2008 Thu	21:00	0:00	3:00	150
	34	Phi Gamma Delta Spring Formal Dinner (HK) [D]	May 9, 2008 Fri	19:00	23:45	4:45	68
	35	American Baptist Seminary of the West Retirement Dinner (HK) [D]	May 15, 2008 Thu	17:45	23:00	5:15	168
	36	Lenny's 90th Birthday Celebration (KH) [D] Rehearsal (KH) [I]	May 23, 2008 Fri May 23, 2008 Fri	12:45 18:00	14:00 19:00	1:15 1:00	210 0
	37	Phoebe and Yu's Wedding Reception (KH) [D]	May 24, 2008 Sat	18:00	22:00	4:00	112
	38	Naval Academy Parents Club (MI) [D]	May 25, 2008 Sun	17:00	22:00	5:00	135
	39	Think College Now Reception (HK) [D]	May 30, 2008 Fri	17:30	22:00	4:30	200
	40	Alternative Family Services Dinner (KH) [D]	June 6, 2008 Fri	18:00	23:00	5:00	258
	41	Zion Lutheran Eighth Grade Graduation (KH) [D]	June 7, 2008 Sat	18:00	23:00	5:00	81
	42 43	Josie and Emanuel's Wedding Reception (MI) [D] Anissa's Quinceanera Dinner (HK) [D]	June 14, 2008 Sat June 14, 2008 Sat	11:45 18:00	15:15 0:00	3:30 6:00	169 158
	44	Oakland Unified School District Principals' Luncheon (MI) [D]	June 16, 2008 Mon	11:30	15:00	3:30	168
	45	University of California Retirement Reception (MI) [D]	June 18, 2008 Wed	15:30	18:00	2:30	200
28	46 47	Lea and James' Wedding Reception (MI) [D] Northern California Joint Apprenticeship (KH) [D] Totals	June 21, 2008 Sat June 21, 2008 Sat	11:45 18:00	16:30 22:00	4:45 4:00 116.75 4.86	182 250 4,816
Events by quarter	Events	July 1 - October 30, 2008	Day	time start	Time end	Total .	Altendance
	48	Cindy & Miguels's Wedding Celebration (TR) [D]	July 4, 2008 Fri	17:00	23:30	6:30	171
	49	De La Fuente D5 Celebration-Invitation Only (MI) [D]	July 17, 2008 Thu	18:00	23:45	5:45	150
	50	Carolyn and Melvin's 25th Anniversary (HK) [D]	July 19, 2008 Sat	12:00	16:00	4:00	127
	51	Jonathan & Tamara's Wedding Reception (TR) [D]	July 26, 2008 Sat	18:00	23:00	5:00	252
	52	Wil Hardee's Retirement Reception (MI) [D]	July 30, 2008 Wed	17:30	19:30	2:00	150
	53	Assata and Jermaine's Rehearsal (KH) [I]	August 1, 2008 Fri	18:00	19:00	1:00	0
	54	Assata and Jermaine's Wedding Reception (KH) [D]	August 2, 2008 Sat	17:30	21:00	3:30	212
	55	Commissioning of the US Coast Guard Cutter Bertholf (HK) [D]	August 3, 2008 Sun	16:00	19:00	3:00	400
	56	Melissa and Pete's Wedding Rehearsal (HK) [I]	August 7, 2008 Thu	16:30	17:30	1:00	30
	57 58	Melissa Getz and Pete Handley's Wedding & Reception (HK) [D] Paul Hurh & Aileen Feng's Rehearsal Dinner (MI) [D]	August 8, 2008 Fri August 8, 2008 Fri	11:30 18:00			119 69
	59	Carondelet/De La Salle High School Class Reunion 1988 (MI) [D]	August 9, 2008 Sat	18:00	0:00	6:00	150
t, J							'

	61	Universal Protection Service Martini Service (HK) [D] BOMA Open House Reception (HK) [D] Restoration Management Company Desserts (HK) [D]	August 14, 2008 Thu August 14, 2008 Thu August 14, 2008 Thu	16:00	16:00 18:00 20:00	1:30 2:00 2:00	0 300 0
	63	Tarliena Aamir's Retirement Dinner (HK) [D]	August 15, 2008 Fri	18:00	0:00	6:00	182
	64	Carmelita's Surprise Southern Pacific Retirement Dinner (HK) [D]	August 16, 2008 Sat Fri	18:00	0:00	6:00	160
	65	Foss Tug Christening Dinner (HK) [D]	August 22, 2008 Fri	16:00	18:00	2:00	105
	66 67	Heather's Rehearsal (KH) [I] Eileen Viray and Aaron Alcones's Wedding Reception (HK) [D]	August 23, 2008 Sa August 23, 2008 Sa		13:00 0:00	1:00 6:30	15 180
	68	Heather and Jamaliah's Wedding (KH) [D]	August 24, 2008 Su	n 14:00	0:00	10:00	78
	69	Ashley and Mikey's Wedding (KH) [D]	August 30, 2008 Sa	t 18:00	0:00	6:00	183
	70	Jerry Serventi's Retirement (HK) [D]	September 3, 2008 We	ed 17:30	22:00	4:30	185
	71	Jaemalyn Manalang and Anthony Millers's Wedding Reception (HK) [D]	September 6, 2008 Sa	it 17:00	23:00	6:00	191
	72	Brenda's 10th Birthday and Andrea's Baptism Celebration (KH) [D]	September 7, 2008 Su	in 16:30	22:30	6:00	50
	73	Kaiser Permanente All Day Meeting (HK) [D] Kaiser School of Allied Health Sciences (MI) [D]	September 18, 2008 Th September 18, 2008 Th		17:00	5:00	450
	74 75	Shanon and Mike's Rehearsal (KH) [D]	September 18, 2008 Th		19:45	1:00	0
	76 77	Albert's Memorial Reception (KH) [D] Shanon and Mike's Wedding Reception (KH) [D]	September 20, 2008 Sa	at 10:00 17:45		4:30 6:00	150 150
	78	Marietta Cinco and Merve Lapus' Wedding Reception (HK) [D]	September 27, 2008 Sa	at 18:00	0:00	6:00 128.25	278 4,487
30		Totals				Married Street, Street	4,407
30 Events by quarter	Events		3 Da	ay time start	Time end	5.34	10.5000000
Events by	Events	Totals Days October 1 - December 31, 2008	October 10, 2008 Fi	8 800 000	end	5.34	Altendance 212
Events by	Events	Totals Days October 1 - December 31, 2008 St. Louis Bertrand's 100th Anniversary Celebration (KH) [D]	8	ri 18:30	end 0:00	5.34 Total hours	Miendance
Events by	Events 79 80	Totals Days October 1 - December 31, 2008 St. Louis Bertrand's 100th Anniversary Celebration (KH) [D] Southern Wine and Spirits (MI) [D]	October 10, 2008 Fr	ri 18:30 hu 12:00	end 0:00 19:30	5:30 7:30	Alterdance 212
Events by	79 80 81	Totals Days October 1 - December 31, 2008 St. Louis Bertrand's 100th Anniversary Celebration (KH) [D]	October 10, 2008 Fi	ri 18:30 hu 12:00 ri 13:00	end 0 0:00 19:30 0 22:00	5:34 Total hours 5:30 7:30 9:00	212 1,000
Events by	Events 79 80	Totals Days October 1 - December 31, 2008 St. Louis Bertrand's 100th Anniversary Celebration (KH) [D] Southern Wine and Spirits (MI) [D] FUND HER FUTURE Holy Names High School Dinner (KH) [D]	October 10, 2008 Fi October 16, 2008 TI October 17, 2008 Fi	ri 18:30 hu 12:00 ri 13:00 at 14:00	end 0 0:00 19:30 0 22:00 0 17:00	5:30 7:30 9:00 3:00	212 1,000
Events by	79 80 81 82	Totals Days October 1 - December 31, 2008 St. Louis Bertrand's 100th Anniversary Celebration (KH) [D] Southern Wine and Spirits (MI) [D] FUND HER FUTURE Holy Names High School Dinner (KH) [D] Women's Tea for Barbara Lee (HK) [D]	October 10, 2008 Fr October 16, 2008 TI October 17, 2008 Fr October 18, 2008 S	ri 18:30 hu 12:00 ri 13:00 at 14:00 tun 14:30	end 0:00 19:30 22:00 17:00 18:30	5:30 7:30 9:00 3:00 4:00	212 1,000 230 200
Events by	79 80 81 82 83	Totals Days October 1 - December 31, 2008 St. Louis Bertrand's 100th Anniversary Celebration (KH) [D] Southern Wine and Spirits (MI) [D] FUND HER FUTURE Holy Names High School Dinner (KH) [D] Women's Tea for Barbara Lee (HK) [D] Keith's Surprise 30 Year Recognition (KH) [D]	October 10, 2008 Fi October 16, 2008 TI October 17, 2008 Fi October 18, 2008 S October 19, 2008 S	ri 18:30 hu 12:00 ri 13:00 at 14:00 fun 14:30 fhu 14:00	end 0:00 0 19:30 0 22:00 0 17:00 0 18:30 0 22:00	5:34 Total hours 5:30 7:30 9:00 3:00 4:00 8:00	1,000 230 200
Events by	79 80 81 82 83	Totals Days October 1 - December 31, 2008 St. Louis Bertrand's 100th Anniversary Celebration (KH) [D] Southern Wine and Spirits (MI) [D] FUND HER FUTURE Holy Names High School Dinner (KH) [D] Women's Tea for Barbara Lee (HK) [D] Keith's Surprise 30 Year Recognition (KH) [D] Pearson (MI) [D]	October 10, 2008 Fr October 16, 2008 Th October 17, 2008 Fr October 18, 2008 S October 19, 2008 S October 23, 2008 T	ri 18:30 hu 12:00 ri 13:00 at 14:00 tun 14:30 thu 14:00 sat 18:00	end 0:000 19:30 22:00 17:00 18:30 22:000 0:000	5:34 Total hours 5:30 7:30 9:00 3:00 4:00 8:00	212 1,000 230 200 0
Events by	79 80 81 82 83 84 85	Totals Days October 1 - December 31, 2008 St. Louis Bertrand's 100th Anniversary Celebration (KH) [D] Southern Wine and Spirits (MI) [D] FUND HER FUTURE Holy Names High School Dinner (KH) [D] Women's Tea for Barbara Lee (HK) [D] Keith's Surprise 30 Year Recognition (KH) [D] Pearson (MI) [D] Lena Fulgham's Bat Mitzvah (HK) [D]	October 10, 2008 Fr October 16, 2008 TI October 17, 2008 Fr October 18, 2008 S October 19, 2008 S October 23, 2008 T October 25, 2008 S	ri 18:30 hu 12:00 ri 13:00 at 14:00 hu 14:30 hu 14:00 hu 14:00 hu 14:00 hu 11:00	end 0:000 19:30 22:00 17:00 18:30 22:00 0:00 0:00 0 14:00 0 14:00 0 14:00 0 14:00 0 14:00 0 10:00 0 14	5:30 7:30 9:00 3:00 4:00 8:00 6:00 3:00	212 1,000 230 200 0 90 100
Events by	79 80 81 82 83 84 85 86	Totals Days October 1 - December 31, 2008 St. Louis Bertrand's 100th Anniversary Celebration (KH) [D] Southern Wine and Spirits (MI) [D] FUND HER FUTURE Holy Names High School Dinner (KH) [D] Women's Tea for Barbara Lee (HK) [D] Keith's Surprise 30 Year Recognition (KH) [D] Pearson (MI) [D] Lena Fulgham's Bat Mitzvah (HK) [D] Women of Color Resource Center (MI) [D]	October 10, 2008 Fr October 16, 2008 Tl October 17, 2008 Fr October 18, 2008 S October 19, 2008 S October 23, 2008 T October 25, 2008 S October 26, 2008 S	ri 18:30 hu 12:00 ri 13:00 at 14:00 hu 14:30 hu 14:30 hu 14:00 hu 14:00 hu 14:00 hu 17:4	end 0:00 0 19:30 0 22:00 0 17:00 0 18:30 0 22:00 0 0:00 0 14:00 5 22:48	5:34 Total hours 5:30 7:30 9:00 3:00 4:00 6:00 3:00 5:00	212 1,000 230 200 0 90 100 250
Events by	79 80 81 82 83 84 85 86 87	Totals Days October 1 - December 31, 2008 St. Louis Bertrand's 100th Anniversary Celebration (KH) [D] Southern Wine and Spirits (MI) [D] FUND HER FUTURE Holy Names High School Dinner (KH) [D] Women's Tea for Barbara Lee (HK) [D] Keith's Surprise 30 Year Recognition (KH) [D] Pearson (MI) [D] Lena Fulgham's Bat Mitzvah (HK) [D] Women of Color Resource Center (MI) [D] Affinity Fall 2008 Meeting (HK) [D]	October 10, 2008 Fit October 16, 2008 Tit October 17, 2008 Fit October 18, 2008 Sit October 19, 2008 Sit October 23, 2008 Sit October 26, 2008 Sit October 29, 2008 Vit October 20, 2008 Vit October 2	ri 18:30 hu 12:00 ri 13:00 at 14:00 fun 14:30 hu 14:00 Sat 18:00 Ved 17:4 Sat 18:00	end 0:000 19:30 22:00 17:00 18:30 0:00 14:00 5 22:45 0 0:00	5:34 Total hours 5:30 7:30 9:00 3:00 4:00 6:00 3:00 5:00 6:00	212 1,000 230 200 0 90 100 250 60 153
Events by	79 80 81 82 83 84 85 86 87 88	Totals Days October 1 - December 31, 2008 St. Louis Bertrand's 100th Anniversary Celebration (KH) [D] Southern Wine and Spirits (MI) [D] FUND HER FUTURE Holy Names High School Dinner (KH) [D] Women's Tea for Barbara Lee (HK) [D] Keith's Surprise 30 Year Recognition (KH) [D] Pearson (MI) [D] Lena Fulgham's Bat Mitzvah (HK) [D] Women of Color Resource Center (MI) [D] Affinity Fall 2008 Meeting (HK) [D] Kathryn and Christopher's Wedding Reception (MI) [D]	October 10, 2008 Fr October 16, 2008 Th October 17, 2008 Fr October 18, 2008 S October 19, 2008 S October 23, 2008 Th October 25, 2008 S October 26, 2008 S October 29, 2008 V November 1, 2008 S	ri 18:30 hu 12:00 ri 13:00 at 14:00 fun 14:30 fhu 14:00 Sat 18:00 Ved 17:4 Sat 18:00 Ved 12:00	end 0:00 0 19:30 0 22:00 0 17:00 0 18:30 0 0:00 0 14:00 0 0:00 0 14:00	5:30 7:30 9:00 3:00 4:00 6:00 0 3:00 5:00 0 6:00 0 2:00	212 1,000 230 200 0 90 100 250 60 153 195
Events by	79 80 81 82 83 84 85 86 87 88	Totals Days October 1 - December 31, 2008 St. Louis Bertrand's 100th Anniversary Celebration (KH) [D] Southern Wine and Spirits (MI) [D] FUND HER FUTURE Holy Names High School Dinner (KH) [D] Women's Tea for Barbara Lee (HK) [D] Keith's Surprise 30 Year Recognition (KH) [D] Pearson (MI) [D] Lena Fulgham's Bat Mitzvah (HK) [D] Women of Color Resource Center (MI) [D] Affinity Fall 2008 Meeting (HK) [D] Kathryn and Christopher's Wedding Reception (MI) [D] Bank of the West All Day Meeting (HK) [D]	October 10, 2008 Fr October 16, 2008 Th October 17, 2008 Fr October 18, 2008 St October 19, 2008 St October 23, 2008 Th October 25, 2008 St October 26, 2008 St October 29, 2008 Vt November 1, 2008 St	ri 18:30 hu 12:00 ri 13:00 at 14:00 fun 14:30 fhu 14:00 Sat 18:00 Ved 17:4 Sat 18:0 Ved 12:0 Ved 17:3	end 0:0000 0:000 0:000 0:000 0:000 0:000 0:000 0:000 0:000 0:000 0:000 0:0000 0:0000 0:000 0:000 0:000 0:000 0:000 0:000 0:000 0:000 0:000	5:34 Total hours 5:30 7:30 9:00 3:00 4:00 8:00 6:00 5:00 6:00 0:00 6:00	212 1,000 230 200 0 90 100 250 60 153 195 171
Events by	79 80 81 82 83 84 85 86 87 88 89 90	Totals Days October 1 - December 31, 2008 St. Louis Bertrand's 100th Anniversary Celebration (KH) [D] Southern Wine and Spirits (MI) [D] FUND HER FUTURE Holy Names High School Dinner (KH) [D] Women's Tea for Barbara Lee (HK) [D] Keith's Surprise 30 Year Recognition (KH) [D] Pearson (MI) [D] Lena Fulgham's Bat Mitzvah (HK) [D] Women of Color Resource Center (MI) [D] Affinity Fall 2008 Meeting (HK) [D] Kathryn and Christopher's Wedding Reception (MI) [D] Bank of the West All Day Meeting (HK) [D] Cierra and Larry's Wedding Receptiopn (KH) [D]	October 10, 2008 Fr October 16, 2008 Tl October 17, 2008 Fr October 18, 2008 S October 19, 2008 S October 23, 2008 T October 25, 2008 S October 26, 2008 S October 29, 2008 V November 1, 2008 S November 5, 2008 V	ri 18:30 hu 12:00 ri 13:00 at 14:00 fhu 14:30 fhu 14:00 Sat 18:00 Ved 17:4 Sat 18:0 Ved 12:0 Sat 17:3 Thu 17:3	end 0:000 0:	5:34 Total hours 5:30 7:30 9:00 3:00 4:00 6:00 5:00 6:00 2:00 0 2:30	1,000 230 200 0 90 100 250 60 153 195 171 200

93	Clark Design - Build of California (KH) [D]	November 20, 2008 Thu	16:00	19:30	3:30	200
94	Greater St. Paul's 14th Anniversary (MI) [D]	November 23, 2008 Sun	16:00	20:30	4:30	250
95	Sandre's 60th Birthday Celebration (KH) [D]	November 29, 2008 Sat	19:00	0:00	5:00	300
96	MADD / Avoid the 21 Law Enforcement Recognition Luncheon (KH) [D]	December 2, 2008 Tue Wed	11:00	14:00	3:00	215
97	CFMA (Construction Financial Management Association) Holiday Dinner		18:00	0:00	6:00	70
98	Wells Fargo Year End Celebration (HK) [D]	December 5, 2008 Fri	18:15	22:30	4:15	226
99	Partition Specialties Hoilday Dinner (MI) [D]	December 6, 2008 Sat	17:30	22:00	4:30	80
100	Alpha Phi Omega Banquet (CJ) [D]	December 10, 2008 Wed	18:00	0:00	6:00	131
101	BOMA Holiday Luncheon (HK) [D]	December 11, 2008 Thu	11:00 17:00	15:00 23:00	4:00 6:00	305 62
102	Cision Holiday Dinner (HK) [D]	December 11, 2008 Thu	17.00	23.00		
103	Oakland Association of Realtors (MI) [D]	December 12, 2008 Fri	11:30	15:30	4:00	110
104	Otis Elevator (KH) [D]	December 13, 2008 Sat	18:00	0:00	6:00	183
105	Alameda County Court Reporters (HK) [D]	December 19, 2008 Fri	12:00	15:00	3:00	140
106	Vivian and Victor's Wedding Reception (MI) [D]	December 20, 2008 Sat	18:00	22:00	4:00	154
107	Natalia's Quinceanera (HK) [D]	December 27, 2008 Sat	17:30	0:00	6:30	171
Totals					142.25 5.93	5,813
Days					0.00	
Grand ⁻	Fotals 2008				468.5 19.52	18,086
Days					5.35%	
Percentage of use based on 24 hrs days						

Date:

28

July 19, 2013

Subject:

Pavilion Use Dates 2008 - July 18, 2013 - Proposed Dates through December 2013

The event schedules are prepared by Scott's catering department under the management of *Vickie Eiges, Director of Catering and Sales - Scott's Seafood, Jack London Square -vickiee@scottsils.com*.

Scott's uses a calendar/scheduling program used by the industry known by the title -"Reserve". The program can generate reports including some of the information presented within the attached use and reservation reports. For internal controls, the catering staff, who has handled the reservation associate their initials with the event and the report automatically generates that information. The letters after the initials indicate D- Definite, I for inquiry, and T for tentative. These letters only affect the future events and are necessary for the staff to keep track of the system, based on the fact that there are several people working in the same office and to avoid double bookings, etc. The computer reservation system "Reserve" is a program that Scott's has used for a number of years and the data is kept on the computer network in the Scott's Catering office and can be reviewed or accessed by any one of the reservation or management staff for audit purposes.

It is also necessary, from the Catering staff overview standpoint, to indicate when the Pavilion is reserved for "Public Use" so that they don't book an event that would be in conflict with a planned public event for Jack London Square. These dates are also automatically generated from the "Reserve" program and included in one of the automatically generated queries. For the purposes of reporting to BCDC and the Port the Public Use programs are not counted as a "Private Use" and are not totaled in the use number or hours, submitted for past or future (proposed) events.

The reports are tabulated by quarter beginning with the first quarter of 2008